

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
REQUEST FOR CASE INFORMATION**

Closed bankruptcy files are stored at the National Archives and Records Administration (NARA) in Philadelphia, Pennsylvania.

I. ALTERNATIVES TO RETRIEVAL FROM NARA

- A. Search your own records for specific document(s).
- B. If you were represented by an attorney, ask your attorney for a copy of the document(s) you need.
- C. If you only need evidence that you received a discharge in bankruptcy, the Clerk of Court will issue a "Certificate of Discharge" upon request. Payment of the required fees (\$7 certification fee plus, if submitted by mail, \$20 search fee) should be made payable to "Clerk, U. S. Bankruptcy Court."

II. OBTAINING DOCUMENTS FROM NARA

A. Request for photocopies by facsimile or mail from the National Archives and Records Administration:

NARA has extended their mail service to include packages obtainable by facsimile or mail directly from NARA. In order for NARA to locate your file, you must first obtain Case Information from the Clerk of Court as specified in Step 2 (Case Information) of the *Request for Photocopy of Court Case* form. Step 1 (Requestor Information) will be completed when you contact the Court. Upon receipt of the case information from the Clerk, you may proceed to Step 3 (Request Information) and Step 4 (Payment Information) and provide the requested information. Proceed with Step 5 by calling, faxing or mailing the request directly to NARA along with payment for services by credit card or check, made payable to "The National Archives Trust Fund." See attached request form for detailed instructions and package descriptions.

B. Retrieving a file through the Court:

A fee of \$35 per file is required to retrieve a file from NARA and requires approximately two weeks for return to the Court. Once the file has been received by the Clerk's Office, you will be contacted that it is ready to view and/or have photocopies made. A form Request for Photocopies has been attached for your use.

C. Personal Visit to the Federal Records Center:

If you wish to view a file at NARA in Philadelphia, you must contact the Clerk of Court for specific case information. Upon request, the Clerk of Court can provide you with further instructions and directions to NARA.